



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (-)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:

1500

I-I

01 Oct 03

INSPECTOR-INSTRUCTOR POLICY LETTER 1-03

From: Inspector-Instructor
To: Distribution List

Subj: INSPECTOR-INSTRUCTOR STAFF MOS/STAFF MONTHLY AND QUARTERLY
HISTORICAL PME

Encl: (1) Schedule

Ref: (a) MCO 1510.89A. ITS System for Marine Corps Common
Skills (MCCS)
(b) MCO P1553.4A Professional Military Education (short
title: PME)
(c) MCO 1553.3 Marine Corps Unit Training Management

1. Purpose. To provide guidance on the procedures and purpose of conducting Inspector-Instructor staff MOS/staff monthly and quarterly historical PME.

2. Guidance. Throughout our time as a staff there will be times where a staff member assigned to a task will be unavailable to complete it due to uncontrollable circumstances. There will even be times when the Marine Corps has changed a procedure to adapt to our ever-evolving warfighting philosophy and we will need to make adjustments to ours. In any case, we must be prepared to overcome these obstacles and continue the mission.

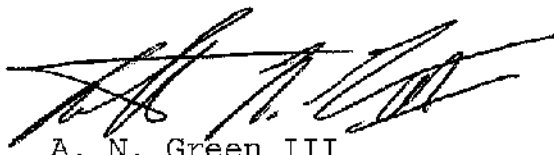
a. There are five goals that I would like to achieve with our PME. First, every member of the staff must be capable of performing another staff member mission, even if it is not their own. Second, at a minimum we must be capable of providing guidance to the company Marines on what they should be doing within the functions of our staff. Third, be capable of providing a relief to our staff without losing productivity. Fourth, know how to respond in the event of an emergency. Finally, build and sustain common skills that help maintain and improve our Esprit De Corps and perishable warfighting skills. Within a years time I expects us to be capable of performing routine task within every section and be to advise the company on the capabilities and procedures of each staff section and routine procedures.

Subj: INSPECTOR-INSTRUCTOR STAFF MOS/STAFF MONTHLY AND QUARTERLY
HISTORICAL PME

b. I plan to achieve this by focusing our attention in four areas: MOS, Historical, Staff functions, and Marine Corps Common skills (MCCS). MOS topics will consist of topics that relate specifically to that Marine providing instruction that day. Historical topics are events that pertain to the history of the world and US armed forces that has shaped the way we think and how we conduct ourselves in battle and in peacetime. Staff topics will be tasks that are related to the everyday operations of this unit and special circumstance that arise. MCCS are topics that every Marine is should know specified in MCO 1510.89A.

3. Format. Marines will pick the subject, except were specified and provide outline two weeks prior to instruction. It must include references and pertain to one of the four subject areas as described in the previous paragraph. The period of instruction will not be longer than one hour. The designated Marine will select the day they want to give their period of instruction within their designated month.

4. This will be reoccurring as long as I remain in command. Marines from the company are also invited to attend these when their schedule permits.



A. N. Green III

Copy:
I&I Staff
Co. B CO
Co. B 1st Sgt

Subj: INSPECTOR-INSTRUCTOR STAFF MOS/STAFF MONTHLY AND QUARTERLY
HISTORICAL PME

Schedule.

<u>Date</u>	<u>Name</u>	<u>Type</u>	<u>Subject</u>
Oct 2003	Capt. Green	Staff	CACO
Nov 2003	GySgt Cox	Staff	EEO
	1 st Sgt Alameda	Historical	Marine Raiders
Dec 2003	MSgt Daily	TBD	TBD
Jan 2004	GySgt Hulin	Staff	Hazmat Spills and handling
Feb 2004	SSgt Snow	MOS	TBD
	Sgt Fultz/Cpl Eisha	Historical	TBD
Mar 2004	SSgt Hicks	Staff	Armory Procedures
Apr 2004	1 st Sgt Alameda	TBD	
May 2004	Sgt Fultz	TBD	TBD
	MSgt Daily	Historical	TBD
Jun 2004	Cpl Eshia	TBD	TBD
Jul 2004	Doc	TBD	TBD
Aug 2004	GySgt Cox	TBD	TBD
	Capt Green	Historical	TBD
Sep 2004	GySgt Hulin	TBD	TBD

Enclosure (1)